MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is <u>required</u> in order for an employee to perform the duties of their <u>current</u> work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

ORGANIZATION					
OFFICE OF PROCUREMENT					

EMPLOYEE NAME					

TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
LMS Policy Manual	OJT	Within 2 weeks	30 minutes	N/A	
LMS Organizational Unit Plan	OJT	Within 2 weeks	30 minutes	N/A	
LMS Center Procedures	OJT	Within 2 weeks	30 minutes	N/A	
LMS Organizational Procedures	OJT	Within 2 weeks	30 minutes	N/A	
Support Contractor Functions and Locations including Organization Orientation	OJT	Within 2 weeks	30 minutes	N/A	
Langley Acquisition Management System	OJT	Within 4 weeks	30 minutes	N/A	
Microsoft Windows	Classroom	Within 3 months	1-2 days	N/A	
Microsoft Office	Classroom	Within 3 months	1-2 days	N/A	
Government Ethics: Financial Disclosure filers only	Class/web-based	Within first year	1-2 hours	Annually	
IT Security Awareness Training	Live/web-based	Within first year	1-2 hours	Annual/as required	
WebTADS Entry	OJT	Upon EOD	30 minutes	N/A	

CONTRACT SPECIALISTS/PROCUREMENT ANALYSTS					
Basic FAR and NFS Structure and location	OJT	Within 2 weeks	1 hour	N/A	
Purchase Requisition Form Content Review	OJT	Within 2 weeks	15 minutes	N/A	
Templates and Forms Review	OJT	Within 2 weeks	30 minutes	N/A	
PURCHASING AGENTS					
Purchase Requisition Form Content Review	OJT	Within 2 weeks	15 minutes	N/A	
4-D System Review	OJT	Within 2 weeks	30 minutes	N/A	
Basic FAR and NFS Structure and location	OJT	Within 2 weeks	1 hour	N/A	
Purchase Order Administration	OJT	Within 2 weeks	30 minutes	N/A	
Use of Information Handling Service	OJT	Within 2 weeks	30 minutes	N/A	
Review of Internet Resources	OJT	Within 2 weeks	30 minutes	N/A	
Review of Templates and Forms	OJT	Within 2 weeks	30 minutes	N/A	
Review of FAR Parts 8, 12 and 13	OJT	Within 2 weeks	1 hour	N/A	
CONTRACTING OFFICERS					
CO Warrant Level 1 - Certification Level III	IAW NASA Procurement Career Development Training Policy	Prior to warrant receipt	IAW NASA Procurement Career Development Training Policy	IAW NASA Procurement Career Development Training Policy	
CO Warrant Level 2 - Certification Level III	IAW NASA Procurement Career Development Training Policy	Prior to warrant receipt	IAW NASA Procurement Career Development Training Policy	IAW NASA Procurement Career Development Training Policy	
CO Warrant Level 3 - Certification Level II	IAW NASA Procurement Career Development Training Policy	Prior to warrant receipt	IAW NASA Procurement Career Development Training Policy	IAW NASA Procurement Career Development Training Policy	
CO Warrant Level 4 - Certification Level I	IAW NASA Procurement Career Development Training Policy	Prior to warrant receipt	IAW NASA Procurement Career Development Training Policy	IAW NASA Procurement Career Development Training Policy	

CO Warrant Level 5 - Certification Level I	IAW NASA Procurement Career Development Training Policy	Prior to warrant receipt	IAW NASA Procurement Career Development Training Policy	IAW NASA Procurement Career Development Training Policy	
SECRETARIES/PROCUREMENT CLERKS					
Copying Machine	OJT	Within 1 week	30 minutes	N/A	
Purchase Requisition Creation	WBT	Within 1 week	3hours		
Purchase Requisition Form Content Review	OJT	Within 2 weeks	15 minutes	N/A	
Calendar System	OJT	Within 1 week	1 hour	N/A	
Telephone System	OJT	Within 1 week	30 minutes	N/A	
Procurement Purchase Card	Classroom	Within 1 week	3 hours	N/A	
Purchase Order Administration	OJT	Within 2 weeks	30 minutes	N/A	
Review of LAPG 1450.1	OJT	Within 2 weeks	1 hour	When LAPG revised	
Review of Templates and Forms	OJT	Within 2 weeks	30 minutes	N/A	
World Wide Web Browser	Classroom	Within 3 months	4 hours	N/A	
E-mail/Eudora	Classroom	Within 3 months	3 hours	N/A	
CFO Organizational and Processes Overview	Classroom	Within 1 year	8 hours	Yearly	
PRICE ANALYSTS					
Microsoft Excel - Basic	Classroom	Within 1 month	1-2 days	N/A	
Microsoft Excel - Intermediate	Classroom	Within 1 month	1-2 days	N/A	
Microsoft Excel - Advanced	Classroom	Within 1 month	1-2 days	N/A	
Review of FAR Parts 15, 30 and 31	OJT	Within 1 month	2 weeks	N/A	
Contract Specialist Training	OJT	Within 1 year	1 year	N/A	
COMPUTER SPECIALISTS					
HTML Language	Classroom	Within 1 month	1-2 days	N/A	
Web-Based Systems	Classroom	Within 1 month	1-2 days	N/A	

MANAGERS					
WebTads Entry and Approval	OJT	Within 3 months	1 hour	N/A	
Supervisory/Management Training	Classroom or OJT	Within 6 months	40 hours	N/A	
CFO Organizational and Processes Overview	Classroom	Within 1 year	8 hours	Yearly	
Program/Project Management Process (NPG 7120.5)	Classroom	Within 1 year	8 hours	N/A	
OHR "59 minutes"	Classroom	Within 1 year	1 hour	N/A	
Risk Management in the New Environment	Classroom	Within 1 year	4 hours	N/A	
Conflict Resolution for Managers	Classroom	Within 1 year	8 hours	N/A	
Supervisory/Management Training	Classroom or OJT	Within 2 years	80 hours	N/A	
Travel Credit Card/Travel Manager	OJT	Within 3 months or before first travel	1 hour	N/A	
CONTRACTING OFFICER TECHNICAL REPRESENTATIVES (COTRS)					
COTR Training	Classroom	Before appointment as COTR	1 week	N/A	
COTR Refresher Training	Classroom	5 years after initial training/certification	4 hours	Every 5 years thereafter	
PROGRAM SUPPORT SPECIALISTS					
Purchase Card Training	Classroom	Within 2 weeks	2 hours	N/A	
Eagls Training	Classroom	Within 2 weeks	8 hours	N/A	
BDSD Training	OJT	Within 2 weeks	1 hour	N/A	
HTML Language	Classroom	Within 6 months	16 hours	N/A	
Basic Procurement OR Simplified Acquisition	Classroom	Within 2 years	4 weeks OR 2 weeks	N/A	
OP RECORDS LIAISON OFFICER					
Review of NPG 1441.1	OJT	Within 3 months	4 hours	When NPG revised	
Review of LAPD 1440.6	OJT	Within 3 months	30 minutes	When LAPD revised	